SECTION 10. ACTIVITY REGISTER

10.1   Activity Register Overview.   The Activity Register is an historic record of the supply and property transactions that have processed and posted.   This function provides the capability to search, view and/or print a report of these transactions, to reverse Receipt or Asset Adjustment transactions that were input erroneously, and to view input transactions.   From the **SPR-Module Main Menu**, click **Activity Register** to display the **Activity Register** menu (Figure 10.1-1).
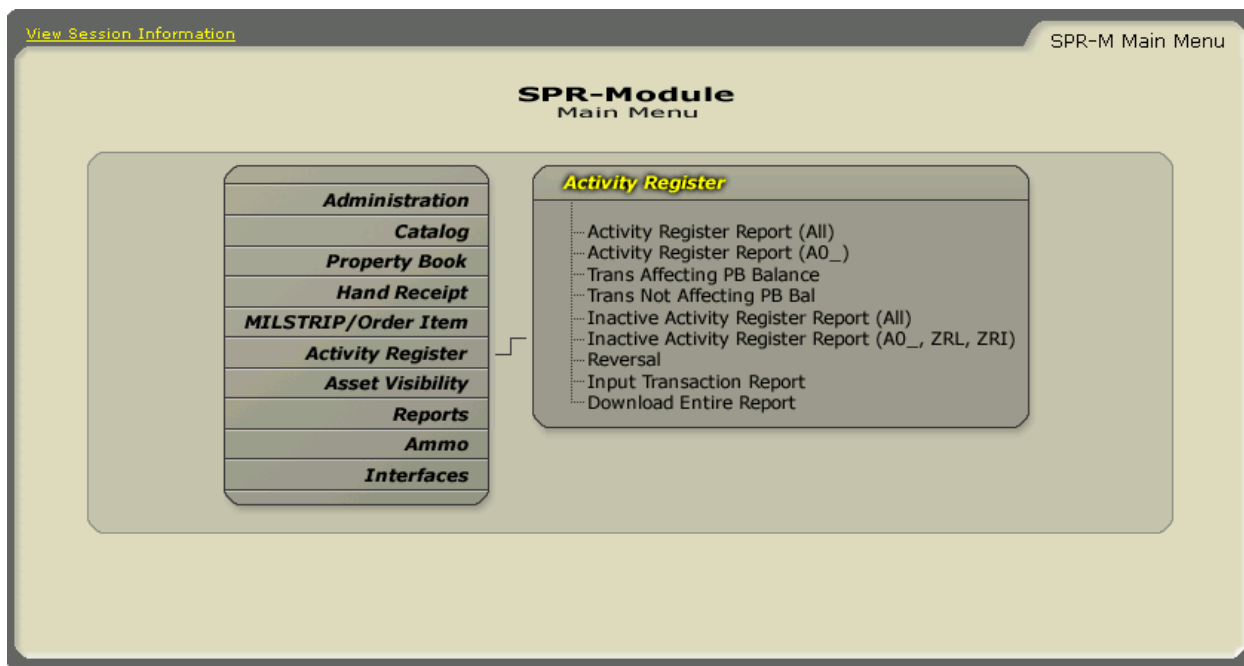

Figure 10.1-1   SPR-Module Main Menu, Activity Register Menu

<u>10.2 Activity Register and Inactive Activity Register Reports</u>. There are four functions on the **Activity Register** menu that provide the capability to search and view the Activity Register information in a detailed report format (Figure 10.2-1).

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
581	W8116B21760400				WAE0A0					0
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
AM1	W8117210536002	8455002695750		DCOR ST,ARMY COMM MDL	WDJ6E0				05	20
581	W8116B21750405				WAE0A0					0
581	W8116B21750403				WAE0A0					0
581	W8116B21750401				WAE0A0					0
581	W8116B21750402				WAE0A0					0
581	W8116B21750404				WAE0A0					0
AC1	W8117211166021	7510007557077		BINDER,AWARDS CERTI	WDJ6E0				12	20

PRIME RECORD AREA:

DOC NO		NSN		UIC	
ORIG QTY		REC QTY		DUE-IN QTY	
DIC		LIN		SUBLIN	
UIC GAIN		LIN GAIN		SUBLIN GAIN	

Figure 10.2-1   Activity Register Report Screen, Prime Record Tab

     a.   Click the **Activity Register Report (All)** option to display the Activity Register Report for all active (open) transactions.

     b.   Click the **Activity Register Report (A0)** option to display the Activity Register Report for all active (open) Request (DIC A0_) transactions.

     c.   Click the **Inactive Activity Register Report (All)** option to display the Activity Register Report for all inactive (closed) transactions.

     d.   Click the **Inactive Activity Register Report (A0_, ZRL, ZRI)** option to display the Activity Register Report for all inactive (closed) Request, Lateral Transfer, or Asset Adjustment Transactions.

10.2.1 Search the Activity Register or Inactive Activity Register Reports. The **Search** button provides the capability to search for specific records based on the search criteria entered by the user.

a.   Click the **Search** button and then click the **Column Name** LOV to display the search options available (Figure 10.2-2).

Figure 10.2-2   Activity Register Report Search, Column Name LOV

b.　Finish entering the search criteria and then click the **Execute Query** button to display the search results (Figure 10.2-3).

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
ATA	W90APU92189309	8465013288268	J71304	GOGGLE SW&D BALLISTIC	WH62D0				12	70
ATA	W90APU72959314	6605011966971	E63317	COMPAS MAGNETIC UNMTD	WH62D0				12	13
ATA	W90AJC93069602	4240012580062	M12418	MASK CHEM BIO M40 ME	WJDZT0				12	10
ATA	W90AKX02359628	4940003226016	T36305		WDJ6C0				12	4
ATA	W90AH972349608	6130001481796	P53349	POWER SUPLY PP-7545/U	WJDZB0				12	2
ATA	W90AH910089611	8415013171622	V02141	VEST GRENADE 40MM	WJDZB0				12	3
ATA	W90AH903559605	8340007823232	V48510	TENT FRAME TY W/WALLS	WJDZB0				12	5
ATA	W90AH902639604	4933000963228	T24523	COMPRESSOR,RECOIL S	WJDZB0				12	1
ATA	W90AH902639602	6635001827534	T24660	TESTER,SPRING RESIL	WJDZB0				12	1
ATA	W90AH602359638	6670013794840	S41732	SCALE AIRCRAFT WEIGHT	WJDZA0				12	1

Tabs: Prime Record (actr-2) | Request (actr-3) | Supply Status (actr-4) | Cancellation (actr-5) | Shipment Status (actr-6) | Receipt (actr-7) | Turn In (actr-8)

Buttons: Previous Page | Previous | Next | Next Page

PRIME RECORD AREA:

DOC NO		NSN		UIC	
ORIG QTY		REC QTY		DUE-IN QTY	
DIC		LIN		SUBLIN	
UIC GAIN		LIN GAIN		SUBLIN GAIN	

Figure 10.2-3　Prime Record Tab with Search Results

10.2.2   View the Activity Register or Inactive Activity Register Reports. The Activity Register Reports have buttons, scroll bars, and tabs to be used as navigation tools while viewing records.

a.   **Buttons:** Use the list control buttons **Previous** or **Next** to highlight the desired Document Number record for display of a detail record. Use the list control buttons **Previous Page** or **Next Page** to page through the report.

b.   **Scroll Bars:** Use the **Arrow** buttons on the scroll bars to display additional Document Number information. The detail record appears on the bottom portion of the screen and reflects details for the highlighted record.

c.   **Tabs:** Use the Activity Register Report tabs to view additional details for the highlighted Document Number record.

(1) Click the **Prime Record** tab to display summary information for the highlighted Document Number (Figure 10.2-4). Use the scroll bars to display additional information.

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

PRIME RECORD AREA:

DOC NO W8118D21750101 NSN 8540005303770 UIC WH0KC0

ORIG QTY 2 REC QTY 0 DUE-IN QTY 2

DIC A0A LIN SUBLIN

UIC GAIN LIN GAIN SUBLIN GAIN

Figure 10.2-4   Prime Record Tab

(2) Click the **Request** tab to display request information for the highlighted Document Number (Figure 10.2-5).

| | Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	Cl Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

REQUEST INFORMATION:

RIC TO	WHX	EIC/TYPE REQ CD		FUND CD	G1
U/I	BX	ADVICE CD	2B	PRI	12
SIGNAL CD	A	MEDIA ST CD	K	RDD	000
PROJECT CD		DEMAND CD	N	APC	

Figure 10.2-5   Request Tab

(3) Click the **Supply Status** tab to display the latest supply status information for the highlighted Document Number (Figure 10.2-6).

| | Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	Cl Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

SUPPLY STATUS INFORMATION:

RIC (AE)		NSN (AE)	
TRANS DATE	175	STATUS CD	
ESD/EEC		ADV STATUS CD	
ADV STATUS QTY			

Figure 10.2-6   Supply Status Tab

(4)   Click the **Cancellation** tab to display a request for cancellation and follow-up information for the highlighted Document Number (Figure 10.2-7).

| Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

CANCELLATION/FOLLOWUP INFORMATION:

DATE PROCESSED (AC) [0]   DATE PROCESSED (AF) [ ]

DATE PROCESSED (AK) [ ]   DATE PROCESSED (AT) [0]

MGR ENTRY CD [ ]

Figure 10.2-7   Cancellation Tab

(5)   Click the **Shipment Status** tab to display shipment status information for the highlighted Document Number (Figure 10.2-8).

| Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

SHIPMENT STATUS INFORMATION:

EST DATE SHIP (AS) [ ]   SHP NR/STA (N) [ ]

MODE OF SHIP [ ]   DATE AVAIL SHIP [ ]

SHIP QTY [ ]

Figure 10.2-8   Shipment Status Tab

(6) Click the **Receipt** tab to display receipt information for the highlighted Document Number (Figure 10.2-9).

| Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

RECEIPT INFORMATION:

RECEIPT STATUS CD [ ]   RIC FROM [ ]

CONDITION CD [ ]   MGR ENTRY CD (D6S) [ ]

DATE RECEIVED [0]   NSN (D6S) [ ]

Figure 10.2-9   Receipt Tab

(7) Click the **Turn In** tab to display turn in information for the highlighted Document Number (Figure 10.2-10).

| Prime Record (actr-10) | Request (actr-11) | Supply Status (actr-12) | Cancellation (actr-13) | Shipment Status (actr-14) | Receipt (actr-15) | Turn In (actr-16) |

Previous Page | Previous | Next | Next Page

DIC	DOC #	NSN/MCN	LIN/NSLIN	Nomenclature	UIC	Origin	Hr Num	CI Num	PD	Req Qty
A0A	W8118D21750101	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8118D21750100	8540005303770		PAPER TOILET NONCMPRS	WH0KC0	BASIC			12	2
A0A	W8117121690102	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	2
A0A	W8117121690101	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W8117121690100	2640001388324		SOLUTION, BUFFING	WDJ6T0	BASIC			11	1
A0A	W811A821650505	5120002398251		PLIERS	WAGTA0	CHR	01	CL 11	12	1
A0A	W811A821650504	5110002405943		KNIFE,POCKET	WAGTA0	CHR	01	CL 11	12	1
A0A	W91ATA21650503	5110000031537		CUTTING WHEEL,TUBE	WAGEAA	BASIC			11	2
A0A	W8113221510315	3810002751167	F39378	CRANE WHL M320RT	WDJ6E0				12	2
A0A	W81BUD21631001	5820013532514	A00779	AUD ACQN SUBSYSTEM	WAGEAA				12	1

TURN IN INFORMATION:

TI CAUSE: [ ]   TI REASON: [ ]

Search | Refresh | Print | Help

Figure 10.2-10   Turn In Tab

d. To produce hard copies of the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

    (1) Click **File** (located on the toolbar) to display the File Menu.

    (2) Click **Print** and select the desired printing options.

    (3) Click **OK** to print the listing.

    (4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the search or print functions, see Section 4.

    e. To generate a zipped (compressed) file of an entire report for downloading (that can later be viewed and/or printed) click the **Prime Record** tab and scroll to the bottom to display the buttons (Figure 10.2-11).

Figure 10.2-11 Prime Record Tab

    (1) Click the **Entire Report** button to display the Generating Report… message (Figure 10.2-12).
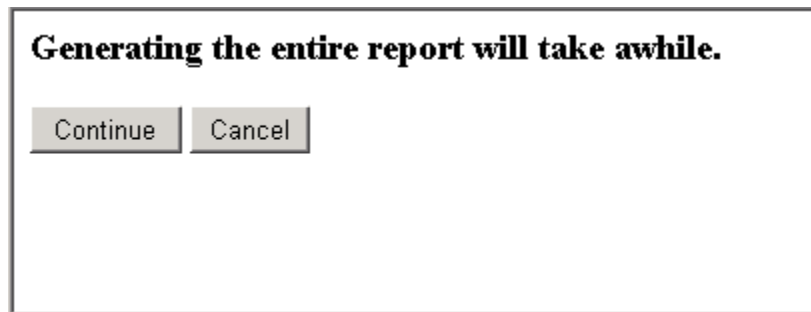
Figure 10.2-12 Generating Report Message

(2)   Click the **Continue** button to generate the zipped (compressed) file of the report. Once the file is generated it is available for downloading using the **Download Entire Report** menu option (see section 10.6).

10.3   Transactions Affecting/Not Affecting Property Book Balance Reports. There are two Activity Register menu options that provide the capability to search and view audit trail information in transaction formats.

a.   Click the **Trans Affecting PB Balance** option to display those transactions that have processed and posted to the Property Book (Figure 10.3-1).

UIC	LIN	PBIC	SUBLIN	NSN	NOMEN	UIC Gain	DLA	Beg Bal	DI	MEC	DIC	DOC
W1HDA1	47027N	4		2910003675030	CAP		2319	1			ZRI	W1H
W1HDA1	C78895	4		7010014194990	COM ST DIG 0L-585/TYQ		2319	0			ZRI	W1H
W0VCB8	D03159	4		5841012368951	RD SIG AN/APR-39A(V)1		2319	5			ZRI	W0V
W1HDA1	47027N	4		2910003675030	CAP		2319	2			ZRI	W1H

Figure 10.3-1   Trans Affecting PB Balance Screen

NOTE: Only transactions posted on the current business day are displayed.

b.   Click the **Trans Not Affecting PB Balance** option to display those transactions that have processed, but do not affect the Property Book (Figure 10.3-2).

							To		To		To										
						Serial	Serial	Registr	Registr	Lot	Lot			Trans	Req						Date
UIC	DIC	PBIC	LIN	SUBLIN	NSN/MCN	Num	Num	Num	Num	Num	Num	DOC NR		Qty	Qty	ST	RDD	ESD	PD	MEC	TA	Inserte
W1HDA1	ZRG	4	C78895		7010014194990	12345						W1HDA123195002	0		22					A	2319

Figure 10.3-2   Trans Not Affecting PB Balance Screen

NOTE: Only transactions posted on the current business day are displayed.

c.   To produce hard copies of the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

(1)   Click **File** (located on the toolbar) to display the File Menu.

(2)   Click **Print** and select the desired printing options.

(3)   Click **OK** to print the listing.

(4)   Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the search or print functions, see Section 4.

d.   To generate a zipped (compressed) file of an entire report for downloading (that can later be viewed and/or printed):

(1)   Click the **Entire Report** button to display the Generating Report… message

(2)   Click the **Continue** button to generate the zipped (compressed) file of the report. Once the file is generated it is available for downloading using the **Download Entire Report** menu option (see section 10.6).

<u>10.3.1 Search Trans Affecting/Not Affecting PB Balance</u>. The **Search** button provides the capability to search for specific records based on the search criteria entered by the user.

a. Click the **Search** button and then click the **Column Name** LOV to display the search options available for Transactions Affecting PB Balance (Figure 10.3-3) or for Transactions Not Affecting PB Balance (Figure 10.3-4).

Figure 10.3-3   Trans Affecting PB Balance Search, with Column Name LOV

Figure 10.3-4   Trans Not Affecting PB Balance Search, with Column Name LOV

b.   Complete the search criteria and then click the **Execute Query** button to display the search results.

NOTE: Only transactions posted on the current business day are displayed.

10.3.2   View Trans Affecting/Not Affecting PB Balance.   The Trans Affecting/Not Affecting PB Balance Reports have buttons, and scroll bars to be used as navigation tools while viewing records.

a.   **Buttons:** Use the list control buttons **Previous** or **Next** to highlight the desired Document Number record. Use the list control buttons **Previous Page** or **Next Page** to page through the report.

b.   **Scroll Bars:** Use the **Arrow** buttons on the scroll bars to display additional records (if available).

10.4 Reversal. This process provides the capability to reverse Receipt and Asset Adjustment transactions that were processed erroneously. From the **SPR-Module Main Menu**, click **Activity Register** and then click **Reversal** to display the **Reversal** screen with transactions that may be reversed (Figure 10.4-1).

Reverse	DOC NR	NSN/MCN	LIN/NSLIN	Nomen	UIC	DIC	Req Qty	Trans Qty	DI Qty	Date Inserted	Ind
☐	W0VCB823245030	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245029	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245017	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		5		2324	I
☐	W0VCB823245015	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		5		2324	I
☐	W0VCB823245013	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		3		2324	I
☐	W0VCB823245010	5855014242285	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		2		2324	I
☐	W0VCB823245008	5855014471071	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		2		2324	I
☐	W0VCB823245007	5855014595023	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☐	W1HDAA23245006	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		2		2324	I
☐	W1HDAA23245005	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		2		2324	I
☐	W1HDAA23245004	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		1		2324	I
☐	W1HDAA23245003	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		1		2324	I
☐	W0VCB823245002	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245001	2320011289551	J01917	TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245000	2320011289551	J01917	TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E	W0VCB8	ZRI		1		2324	I
☐	W0VCB823235010	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		5		2323	I
☐	W0VCB823235009	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		4		2323	I
☐	W0VCB823235008	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		2		2323	I
☐	W0VCB823235007	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		7		2323	I
☐	W1HDAA23235001	701001C010016	CS0007	SIDPERS COMPUTER	W1HDAA	ZRI		2		2323	I

Figure 10.4-1   Reversal Screen

a.   The **Reversal** screen displays Receipt and Asset Adjustment transactions that have previously processed and posted to the Activity Register. Use the list control buttons (**First**, **Previous**, **Next**, **Last**) to view additional transactions.

b.   To search for specific records:

(1)   Click the **Search** button to display the **Reversal Search** screen.

Figure 10.4-2 Reversal Search

(2)   Type the desired search criteria.

(3)   Click the **Search** button to display the results.

c.   To select a transaction for reversal, click the **Reverse** check box for the desired Document Numbers and then click the **Save** button (Figure 10.4-3) to process and post the Reversal to the Activity Register with a Manager Entry Code (MEC) of "R".

NOTE: Reversal of previously processed Receipt(s) transactions will reestablish the due-in on the Activity Register.

Reverse	DOC NR	NSN/MCN	LIN/NSLIN	Nomen	UIC	DIC	Req Qty	Trans Qty	DI Qty	Date Inserted	Ind
☐	W0VCB823245030	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245029	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☑	W0VCB823245017	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		5		2324	I
☐	W0VCB823245015	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		5		2324	I
☐	W0VCB823245013	5855013500349	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		3		2324	I
☐	W0VCB823245010	5855014242285	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		2		2324	I
☐	W0VCB823245008	5855014471071	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		2		2324	I
☐	W0VCB823245007	5855014595023	A84881	ANVIS/HEADS UP DISPLAY DEVICE: AN/AVS-7	W0VCB8	ZRI		1		2324	I
☐	W1HDAA23245006	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		2		2324	I
☐	W1HDAA23245005	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		2		2324	I
☐	W1HDAA23245004	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		1		2324	I
☐	W1HDAA23245003	613001Z010004	63026N	POWER SUPPLY	W1HDAA	ZRI		1		2324	I
☑	W0VCB823245002	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245001	2320011289551	J01917	TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E	W0VCB8	ZRI		1		2324	I
☐	W0VCB823245000	2320011289551	J01917	TRUCK UTILITY: ARMT CARRIER ARMD 1-1/4 TON 4X4 W/E	W0VCB8	ZRI		1		2324	I
☐	W0VCB823235010	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		5		2323	I
☐	W0VCB823235009	6920011316667	G96350	GUIDED MISSILE TRAINING M36: (HELLFIRE)	W0VCB8	ZRI		4		2323	I
☐	W0VCB823235008	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		2		2323	I
☐	W0VCB823235007	5841012368951	D03159	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	W0VCB8	ZRI		7		2323	I
☐	W1HDAA23235001	701001C010016	CS0007	SIDPERS COMPUTER	W1HDAA	ZRI		2		2323	I

Figure 10.4-3   Reversal Screen, Check Box marked

d.   When finished with the **Reversal** screen, click the **Close** button to return to the **SPR-Module Main Menu**.

10.5 Input Transaction Report. This option provides a listing of all transactions input to the system. From the **SPR-Module Main Menu**, click **Reports**, and then click **Input Transactions Report** to display the report (Figure 10.5 -1).

DIC	UIC	LIN	SUBLIN	Document NR	PD	NSN/MCN/Part No.	Trans Qty	UIC Gain	Serial Number
AF1	WQNUAA	N04732		W41NBA22836016	03	5855014228782	0		
AF1	WQN0B0	R55336		W41P7X21446010	03	5820012156181	0		
AF1	WPM5C0	D78555		W15P611291D563	05	5810013931973	0		
AE1	WQNYC0	D78555		W41PU222885038	03	5810013887634	1		
AE1	WQNUAA	C05701		W41NBA22836003	05	5810013931973	1		
AE1	WPM4T0	R68078		W15P612015D845	05	5820014206621	16		
AM1	WPMUB0	R67228		W15P612100D177	06	5820013515259	0		
AM1	WPM5C0	D78555		W15P611291D563	14	5810013931973	0		

INPUT TRANSACTIONS REPORT   (RPT-14)

Previous Page   Previous   Next   Next Page

Search   Refresh   Print   Help

Figure 10.5-1   Input Transactions Report

a. To search for specific records:

(1)   Click the **Search** button to display the search screen (Figure 10.5-2).

Figure 10.5-2   Input Transaction Report Search Screen

    (2) Click the **Column Name** LOV and click the desired name.

    (3) Enter the search criteria.

    (4) Click the **Execute Query** button to display the results.

    c.   To produce hard copies of the report, click the **Print** button and **Open** the file using Microsoft Excel. Once the report is displayed in Microsoft Excel:

    (1) Click **File** (located on the toolbar) to display the File Menu.

    (2) Click **Print** and select the desired printing options.

    (3) Click **OK** to print the listing.

    (4) Click **Close** to exit from Microsoft Excel.

NOTE: For further assistance on the search or print functions, see Section 4.

10.6 Download Entire Report. This menu option provides the capability to download previously generated Activity Register zipped (compressed) files. From the **SPR-Module Main Menu**, click **Reports**, and then click **Download Entire Report** to display the **Activity Register Downloads** screen (Figure 10.6 -1).
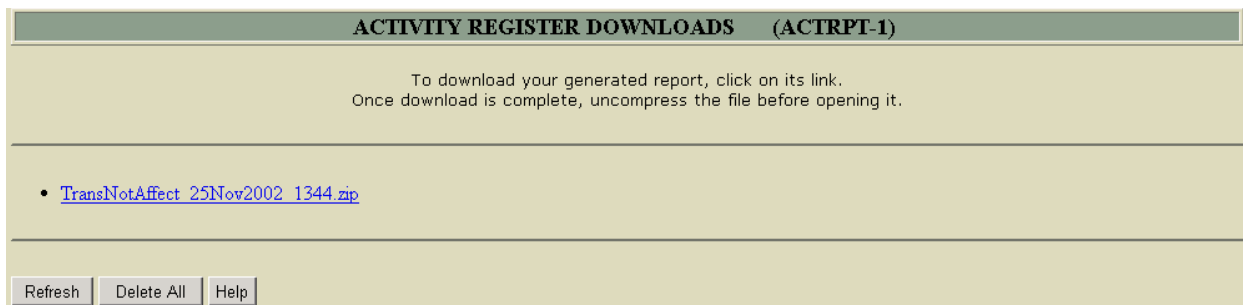

ACTIVITY REGISTER DOWNLOADS   (ACTRPT-1)

To download your generated report, click on its link.
Once download is complete, uncompress the file before opening it.

- TransNotAffect_25Nov2002_1344.zip

Refresh   Delete All   Help

Figure 10.6-1 Activity Register Downloads

NOTE: Use of the **Entire Report** button on the **Prime Record** tabs of the **Activity Register Report (All)**, **Activity Register Report (A0_)**, **Inactive Activity Register Report (All)**, and **Inactive Activity Register Report (A0_, ZRL, ZRI)** menu options created the zipped (compressed) files displayed.

    a.   To download a zipped (compressed) file:

       (1)   Right click the desired file link and click the **Save Link As…** option to display the **Save As…** screen (Figure 10.6-2).
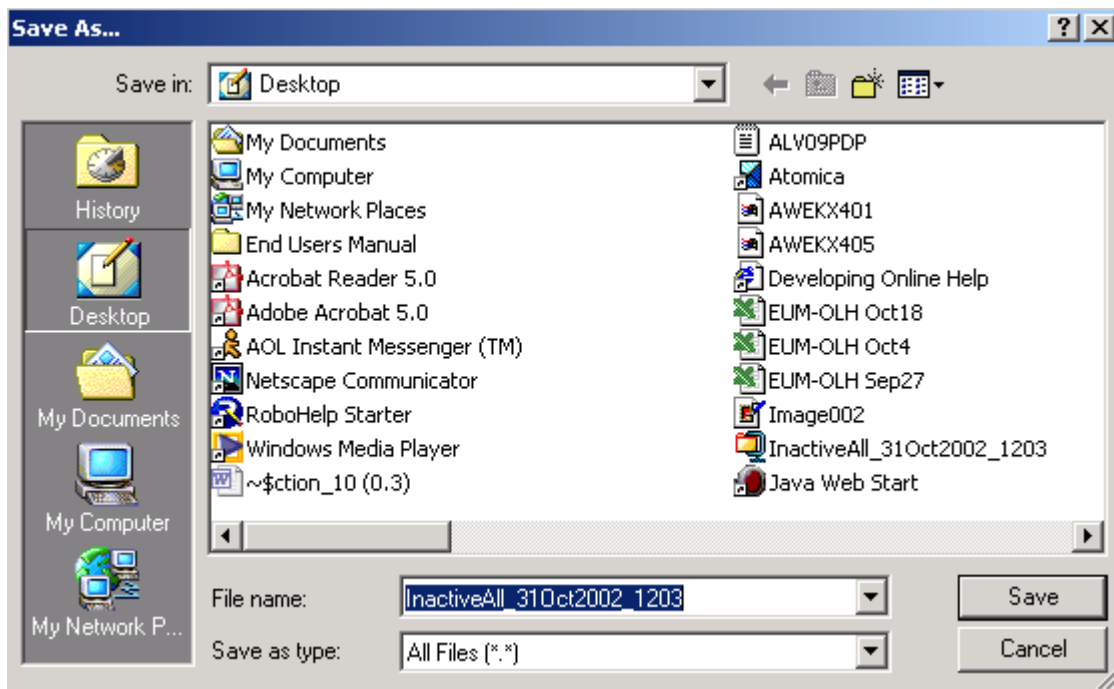

Figure 10.6-2 Save As… Screen

       (2)   Click the **Save In** LOV and click the desired location.

(3)   Click the **Save** button to save the zipped file.

d.   To open a saved zipped (compressed) file for viewing and/or printing:

(1)   Double click the saved zipped file icon and follow the WinZip prompts to unzip (uncompress) the file.

(2)   Double click the unzipped file name to display the report in Microsoft Excel for viewing.

(3)   Click file (located on the toolbar to display the File Menu for printing.

(a) Click **Print** and select the desired printing options.

(b) Click **OK** to print the listing.

(c) Click **Close** to exit from Microsoft Excel.

e.   To delete all the listed zipped files:

(1)   Click the **Delete All** button.

(2)   Confirm deletion.